

**DELAWARE CRIMINAL JUSTICE INFORMATION SYSTEM  
PROJECT STEERING COMMITTEE  
MEETING MINUTES  
October 19, 2009**

**OPENING AND ATTENDANCE**

The regularly scheduled meeting of the DELJIS Project Steering Committee was held on Monday, October 19, 2009, at the DelDOT Conference Center, Smyrna Rest Area, Smyrna, DE. Ms. Peggy Bell called the meeting to order at 10:00 a.m. Those in attendance included:

Peggy Bell	DELJIS
Lynn Gedney	DELJIS
Debbie Sacra	DELJIS
Kevin Agne	Family Court
Mark Bunitsky	DOJ
Kathy Bates	JP Courts
Deb Lindell	DOC
Kenneth Thompson	JIC/AOC
Bob Denton	JIC/AOC

**I. REVIEW OF AUGUST MINUTES**

Minutes of the September 22, 2009, Project Steering Committee meeting were reviewed. Mr. Mark Bunitsky made a motion to approve the minutes. Mr. Kevin Agne seconded the motion.

**II. DEVELOPMENT**

• **PROJECT STATUS REPORT OVERVIEW**

The committee reviewed the Project Status Report.

- Database Cleanup: The totals are included on the Status Report.
- Validation Project: Vendor continues working with test file.
- Prosecution Charging Initiative: Issue with printing calendar needs to be addressed. Mr. Mark Bunitsky will be taking PCI software to Kent and Sussex Counties in the near future
- CANDLE/AISLE: Pending DCI. Still waiting on new switch conversion. Vendor is working with DELJIS to write weekly brokers. DELJIS will review existing transactions
- Criminal History Utilization and Report Enhancements: DOJ is pleased with the progress of the Web Rap Sheet print version but would like it to print at case initiation. The printing via the mainframe will be ready to test early next week. Also, the courts will be able to have the same function with the adjudicated court view.

- E-Crash: Meetings being held monthly, coding is continuing to meet 1/1/2010 deadline, locator tool may not be ready for January deadline. The future outlook is for insurance company web portal access to purchase accident reports with money going to the agency who investigated the accident. E-Crash Training is scheduled for DSP in December 2009.

- **AUTOMATED SYSTEM USAGE STATISTICS**

The committee reviewed the statistics for the LEISS warrants, criminal summons, E-Ticket and E-Parking.

- **REVIEW OF COTS/CJIS INTERFACES**

Nothing to report except that the usage of SBI numbers was approved by the Executive Steering and Working Committee.

### **III. OPERATIONS**

- Maintenance: It was reported that there are 50 open maintenance requests, 5 new requests, and 5 requests has been closed since the September report.

### **IV. SYSTEM QUALITY AND RELIABILITY**

- Sex Offender Registration is labor intensive process but is working. Fee payment tracking continues to be a challenge but is working. Captain Layfield is doing a great job with weekly reconciliation of payments.

### **V. OLD BUSINESS**

- Follow up with Ms. Deb Lindell's inquiry about federal government access to the CJIS system and security issues. Ms. Peggy Bell reported that DELJIS is working with federal agencies to educate them to use encryption when sending criminal history. No Rap Sheets are to be sent via email without encryption.

### **VI. NEW BUSINESS**

- Mr. Kevin Agne asked about unsworn Criminal Summonses in the system and Ms. Peggy Bell reported that DELJIS will get a report broken down by county.
- Ms. Deb Lindell stated that DOC will be doing Automated Sentence Calculations that will interface with COTS.
- E-Payment is online and working for VAC and JP Courts. CCP testing will continue. Govolutions is working with problems and the public portal will be open when testing is complete.

### **VII. ADJOURNMENT**

With there being no further business to discuss, a motion to adjourn was made by Mr. Kevin Agne and seconded by Ms. Kathy Bates. The motion was carried unanimously. The meeting was adjourned at 10:47 a.m.

**The next Project Steering Committee will be held on November 17, 2009 at the Smyrna Rest Area, Smyrna, DE.**